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Approved For Release 2000/08/28 : CIA-RDP78-03568A000600030024-6

OFFICE OR STAFF
TRAINING

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21 May 1953

MAY 25 1953

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DELETIONS			ADDITIONS			NET CHANGE	ORGANIZATION
ORGANIZATION AND POSITION TITLE	SERIES & GRADE	POSITION NO.	ORGANIZATION AND POSITION TITLE	SERIES & GRADE	POSITION NO.	NEW BR. & DIV. TOTALS	CODE (Machine Records)
<div>██████████</div> <div>SECURITY STAFF CIVILIAN GUARD BRANCH</div> <div>Guard Supervisor</div>	25X1A6a CPC-430-10	826	<div>██████████</div> <div>SECURITY STAFF</div> <div>Security Officer (Place on T/O after U-522)</div>	25X1A6a GS-080-11	877	25X1A <div>██████████</div>	
In accordance with request from Training Office, dated 21 May 1953. No change in T/O strength or ceiling.			25X1A9a				
NEW OFFICE TOTALS			APPROVAL				
Total T/O strength <div>██████████</div>			The T/O changes listed above are hereby approved. Please make changes on office records as necessary. Retain this authority until new machine printed T/O page(s) is received.				
ceiling <div>██████████</div>			Chief, Class. & Wage Div.				
			SIGNATURE <div>██████████</div>				
			TITLE <div>██████████</div>				

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FORM NO. 30-25
SEP 1952

25X9A2

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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Classification and Wage Division

DATE: 21 May 1953

FROM : Director of Training

SUBJECT: Request for Assistant Security Officer, Project [REDACTED]

25X1A6a

25X1A6a

1. The experience gained during the first year of operation at [REDACTED] indicates a desirability for an Assistant Security Officer. In addition to giving the Security Officer more time to devote to matters other than physical security, it would make it possible to furnish the necessary security coverage in the event of leave, sickness, official travel, or any unforeseen event.

2. It is requested that the following change of T/O positions be made, subject to the concurrence of the Security Office:

DELETEADD

Guard Supervisor	U826	CPC-10	Security Officer GS-11
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3. The above change will more properly satisfy the operational requirements of the base since it has been determined that the operation of the Civilian Guard Branch does not take the full time of a Chief, Civilian Guard, as such. A Sergeant of the Guard has been appointed to supervise each shift and the overall supervision can be handled by the proposed Assistant Security Officer in addition to his other duties.

[REDACTED] 25X1A9a

for MATTHEW BAIRD

P-56
5/21/53
KC

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SECURITY INFORMATION